9 ENCUMBRANCES 1
9.1 GFS Encumbrances - Budget Reservations Overview 1
9.1.1 GFS Encumbrances - Budget Reservations Policies 1
9.1.2 GFS Encumbrances - Budget Reservation Procedures 1
9.2 Open Purchase Order Line Master (OPOL) Table Overview 11
9.2.1 Open Purchase Order Line Master (OPOL) Table Screen Print and Field Descriptions 11
9.3 Open Purchase Order Header Master (OPOH) Table Overview . . 14
9.3.1 Open Purchase Order Header Master (OPOH) Table Procedures 14
9.4 Open Purchase Orders by Document Number (OPOD) Table Overview 17
9.4.1 Open Purchase Orders by Document Number (OPOD) Table Procedures 17
9.5 Open Purchase Order by Accounting Distribution (POAC) Table Overview 19
9.5.1 Open Purchase Order by Accounting Distribution (POAC) Table Procedures 19
9.6 Open Requisition Line (OPRL) Table Overview 21
9.6.1 Open Requisition Line (OPRL) Table Procedures 21
9.7 Open Requisition Header (OPRQ) Table Overview 23
9.7.1 Open Requisition Header (OPRQ) Table Procedures 24

9 ENCUMBRANCES

9.1 GFS Encumbrances - Budget Reservations Overview

Encumbrances are defined as obligations for which the State is committed, but for which goods and/or services have not yet been received or rendered and accepted. An encumbrance becomes a liability when the goods are received and accepted or the services are rendered in accordance with terms of the service agreement or contract. This definition is in compliance with Louisiana Revised Statutes Title 4, Part V, Chapter 31, Section 3109 (C).

This section defines the policies of OSRAP for the establishment of GFS encumbrance (purchase order) documents. The purpose of a Purchase Order (PO) document is to reserve a portion of an agency's budget for a particular purpose, for example, utility payments, rents, etc.

9.1.1 GFS Encumbrances - Budget Reservations Policies

The following policies apply when processing GFS Purchase Orders (PO) documents for budget reservations in ISIS:

- Agencies should enter budget reservation transactions in GFS using the Purchase Order (PO) transaction.
- Budget reservation transactions should be entered for current fiscal year activity only. All budget reservation transactions should be closed out at fiscal year-end, if not subject to carry-forward provisions.
- Payments to vendors should be charged against the budget reservation encumbrance document to liquidate outstanding encumbrance balances.

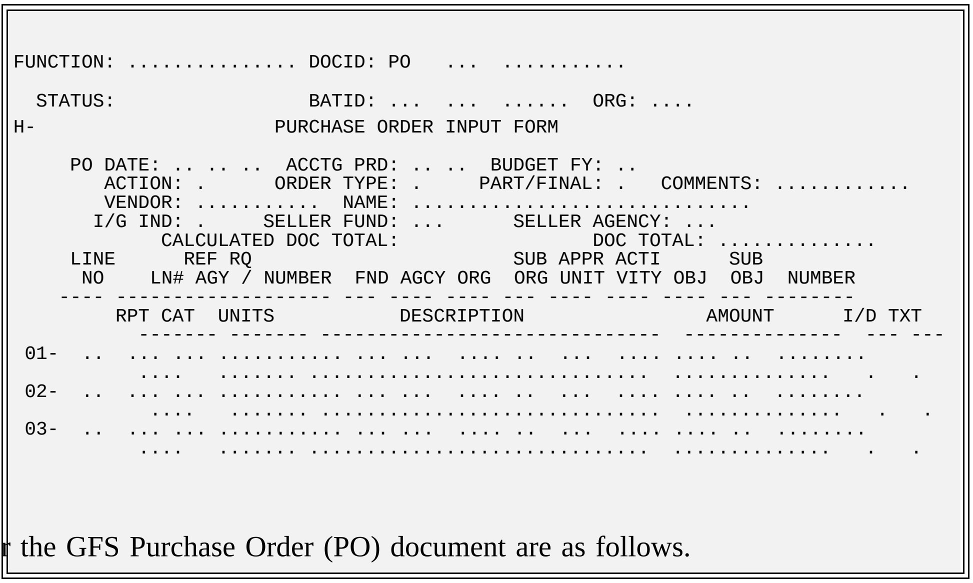
9.1.2 GFS Encumbrances - Budget Reservation Procedures

Responsibility	**Action**
Agencies	Enter Purchase Order (PO) document into ISIS to encumber specified amounts for the purpose of reserving budget. Reference budget reservation encumbrance document when making payments to applicable vendor(s).

NOTE: Agencies may choose to use the QO (Quick Order) document instead of the Purchase Order (PO) for encumbering purposes. See the *GFS User Guide, Volume 2,* for input/coding instructions on the QO document.

A screen print of the GFS Purchase Order (PO) document is pictured below, and field descriptions follow.

Purchase Order Transaction (PO)



```
FUNCTION: ............... DOCID: PO   ...  ...........

  STATUS:                 BATID: ...  ...  ......  ORG: ....
H-                     PURCHASE ORDER INPUT FORM

     PO DATE: .. .. ..  ACCTG PRD: .. ..  BUDGET FY: ..
        ACTION: .      ORDER TYPE: .     PART/FINAL: .   COMMENTS: ...........
        VENDOR: ..........  NAME: .............................
       I/G IND: .     SELLER FUND: ...      SELLER AGENCY: ...
             CALCULATED DOC TOTAL:                 DOC TOTAL: .............
     LINE      REF RQ                         SUB APPR ACTI      SUB
      NO    LN# AGY / NUMBER  FND AGCY ORG  ORG UNIT VITY OBJ  OBJ  NUMBER
    ---- ------------------ --- ---- ---- --- ---- ---- ---- --- --------
         RPT CAT  UNITS          DESCRIPTION               AMOUNT      I/D TXT
           ------- ------- ----------------------------  -------------  --- ---
 01-  ..  ... ... .......... ... ...  .... ..  ...  .... .... ..  ........
          ....   ....... ............................  .............   .   .
 02-  ..  ... ... .......... ... ...  .... ..  ...  .... .... ..  ........
           ....   ....... ............................  .............   .   .
 03-  ..  ... ... .......... ... ...  .... ..  ...  .... .... ..  ........
          ....   ....... ............................  .............   .   .
```

The field descriptions for the GFS Purchase Order (PO) document are as follows.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/GFS Online Features Guide* for an explanation of the command area fields.
PO DATE	Inferred. The current date entered for this document type is inferred from the Dates table (DATE).
ACCTG PRD	Optional. If left blank, the transactions on this document are recorded in the accounting period inferred from the PO Date. If you want these transactions to be recorded in some other accounting period, enter the desired period (it must be open), using fiscal months and fiscal years. The only future period which can be used is the first period of the future year. No other future period may be used. If a prior fiscal year is coded, a warning is given to insure that the entry is correct.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year, enter the desired fiscal year (it must be open). If a prior fiscal year is coded, a warning is given to insure that the entry is correct. You cannot enter future budget fiscal years.

ACTION

Optional. Blank defaults to "E". Valid options are:

- Original Entry (E) if this document is new.
- Adjustment (M) if this document is modifying a previous document. This allows you to add lines to a previous document, change the *amounts* of existing lines (not *codes*), or cancel a line (decrease a line amount to zero).

NOTE: To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header you must cancel all lines on the document and start over on a new form, using an Original Entry (E) action.

ORDER TYPE

Leave blank. This field is not used in Louisiana. Use "S" if you want shipping or special instructions (as coded in the Special Instruction Table) to be printed on the purchase order that is sent to the vendor. The special instruction code must be coded in the comments field.

Besides the "S", which is reserved as described above, this is a user-defined field. Any one-character alpha-numeric value may be used to define various types of purchase orders. (For example, contract, sub-contract, work order, service order.)

PART/FINAL

Optional. This column is used only when a requisition is referenced. It indicates whether the line is closing out a requisition or authorizing partial ordering of a requisition line. Code this column according to the following rules:

- PARTIAL ORDERS - the "P" is optional. The system will know that the order is partial because the PO line amount is less than the RQ line amount.
- FINAL ORDERS - the total amount purchased on a PO line does not have to equal the amount recorded on the RQ; code an "F" according to the following rules:
    - if this order makes the total amount encumbered *equal* to the RQ line amount, then the RQ line will be closed automatically, and the "F" is

	optional. - if this order makes the total amount encumbered *less* than the RQ amount, but you want to force a close anyway (the item didn't cost as much as expected), the "F" is required. - if this order makes the total amount encumbered *more* than the RQ amount (the item cost more than expected), the "F" is required.
COMMENTS	Optional. For reporting purposes only, so that you may enter notes about this document. The first 12 characters will be entered in the computer.
VENDOR	Required if your installation requires vendor codes (i.e., if the Vendor Control Option in the System Control Options Master Table is "Y"). Leave blank, otherwise. Enter the code for the vendor who will sell the items on this PO. The code used must be valid in the Vendor Master Table. If the desired vendor is not listed in the table, check with a supervisor to see if you should: - Use a code in the Vendor Master Table named "miscellaneous," or - Add a new code to the table for this new vendor by coding a Vendor Master Table Maintenance Form. A vendor must not be coded for intragovernmental purchase orders.
NAME	The name of the vendor. Inferred from the Vendor Code. Required if Vendor is blank or if you used a miscellaneous vendor code; optional otherwise. (The name entered here does not override the information in the Vendor Master Table.) A vendor name can not be coded for intra-governmental purchase orders.
IG/IND	Code a "Y" (for Yes) if this document concerns a transfer of goods/services between two governmental agencies.
SELLER FUND	Required if IG/IND is "Y". Leave blank, otherwise. Enter the code for the fund that will be credited as a result of this sale. The code used must be valid in the Fund Master Table. If this

	document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
SELLER AGENCY	Required if IG/IND is "Y"; leave blank, otherwise. Enter the code for the agency selling the goods/services listed on this document. The code must be valid in the Agency Master Table and the fund/agency combination must be valid in the Fund/Agency Master Table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
CALCULATED DOC TOTAL	Do not code this field. It is the system computed total of the line amounts.
DOC TOTAL	Required. Enter the unsigned net amount of all lines on the document. To compute this amount: 1. Add together all the increase amounts. 2. Add together all the decrease amounts. 3. Subtract the smaller of these amounts from the larger, and enter that amount.
LINE NO	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. Two digits must be used. This number will be used later on either a payment voucher or manual warrant, to reference this PO line.
REF RQ LN#	Required if this PO concerns items previously recorded on a requisition. Leave blank otherwise. Enter the line number of the referenced document. Allows for multi-line requisitions to be referenced by multi-line purchase orders. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
REF RQ AGY	Required if this PO concerns items previously recorded on a requisition. Leave blank, otherwise. Enter the agency of the document ID.
REF RQ NUMBER	Required if this PO concerns items previously recorded on a requisition; leave blank, otherwise. Enter the requisition number of the document being referenced. If this line is an adjustment to a previously entered line, the number used must be the same as the

one on the original line.

FND

Required on original entry. Inferred from the Continuing Organization table using the organization code. The code of the fund that is to be charged for this purchase order. The code used must be valid in the Fund Master Table. If document action is "M" and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

If this line references a requisition, this code must be the same as the code used on the referenced line. If the Prior Document Reference Option in the System Control Options Master Table is "Y", the code will be inferred from the referenced requisition line, and does not have to be coded on the form.

AGCY

Required on original entry. Enter the code of the agency purchasing the item named on this line. The code used must be valid in the Agency Master Table, and the fund/agency combination must be valid in the Fund/Agency Master Table. If document action is "M" and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

ORG

If this line references a requisition, this code must be the same as the code used on the referenced line. If the Prior Document Reference Option in the System Control Options Master Table is "Y", the code will be inferred from the referenced requisition line, and does not have to be coded on the form.

Required on original entry if the Expense Budget or Appropriation Organization Option in the Fund/Agency Master Table is "Y" for this fund/agency combination. Otherwise, used for reporting purposes only. Enter the code of the organization purchasing the item named on this line. The code used must be valid in the Organization Master Table. If document action is "M" and the Prior Document Reference Option is "Y", this code is optional, but if coded, it must match the original transaction.

SUB ORG

If this line references a requisition, this code must be the same as the code used on the referenced line. If the Prior Document Reference Option in the System Control Options Master Table is "Y", the code will be inferred from the referenced requisition line, and does not have to be coded on the form.

	Required if the Sub-Organization Option-SP is "Y", "1" or "2" in the Organization Table, otherwise optional. Record the code of the sub-organization purchasing the item named on this line. The code used must be valid in the Sub-Organization Master Table. You must code an organization before you can code a sub-organization. If document action is "M" and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.
APPR UNIT	Required if appropriation control is set to "C" or "P". Inferred from the Continuing Organization table using the organization code. The code of the appropriation that is to be charged for this purchase only. The code must be valid and active in the Appropriation Application Table. If this is an adjustment to a previously entered transaction, the code must be the same as the one on the original transaction.
ACTIVITY	Optional. Required if the Expense Budget Activity Option in the Fund/Agency Master Table is "Y" or "A" for this fund/agency combination. However, the code can be inferred from the Organization Master Table if included there. Codes on input forms override codes in the Organization Table. Enter the code of the activity related to this PO. If document action is "M" and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction. If this line references a requisition, this code must be the same as the code used on the referenced line. If the Prior Document Reference Option in the System Control Options Master Table is "Y", the code will be inferred from the referenced requisition line, and does not have to be coded on the form. If the code on the referenced requisition line was blank, a code may be added here.
OBJ	Required on original entry. Enter the code from the Object Master Table that best describes the item named on this line. It may not be a personal services object. If document action is "M" and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.
SUB OB	If this line references a requisition, this code must be the same as the code used on the referenced line. If the Prior Document Reference Option in the System Control Options Master Table is "Y", the code will be inferred from the referenced requisition line,

and does not have to be coded on the form.

Required on original entry if the expense budget line for this expenditure has a "Y" in the Sub-Object Option field on the EXPB table. Otherwise, optional. Enter the code that best describes the item named on this line. If document action is "M" and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

NUMBER

Required if the Job Required Option-SP is "1" or "2" in the Organization Table; or is "A" in the Organization Table and the Job Required Option-SP is "Y", "1", or "2" in the Activity Table. If your installation uses job costing (i.e., if the Job Cost Option in the System Control Options Master Table is "Y"), you can optionally enter a job number. It will be used for reporting purposes only, and must be valid in the Job Master Table. If document action is "M" and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

You may optionally enter a project number. If your installation does not use job cost or project accounting, a general reporting category may be entered.

RPT CAT

Required if the Reporting Category Required Option-SP is "1" or "2" in the Agency Table, otherwise optional. Record the appropriate code. Inferred from the Continuing Organization table using the organization code. The code used must be valid in the Reporting Category Master Table for the agency. If document action is "M" and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

If this line references a requisition, this code must be the same as the code used on the referenced line. If the Prior Document Reference Option in the System Control Options Master Table is "Y", the code will be inferred from the referenced requisition line, and does not have to be coded on the form. If the code on the referenced requisition line was blank, a code may be added here.

UNITS

Leave blank. This field is not used in Louisiana. Enter the quantity of items to be purchased. Seven digits are stored in the computer with 2 decimal places assumed (i.e., 50 boxes of paper must be coded as 5000). This is a memo type entry only, and is not used during processing.

Although this entry is not required by GFS, your office may require it so that it will be printed on the purchase order sent to vendors.

DESCRIPTION

Optional, for reporting purposes only. Enter notes about this line. The first 30 characters are stored.

If the field is left blank and the order references a previous document, the description from the referenced document will be carried forward.

If more than 30 characters are needed for the description, the description can be continued on following lines. To do this, code all fields prior to the description field identical to the first line. Enter the continued description in the description field. Enter zeroes in the amount field. Leave the number of units, price per unit, and increase/decrease indicator fields blank.

The description can be changed on a modification (line action = "M") in the following manner:

Enter a New Description - Description on the Open Purchase Order Header Table will be changed.

Enter a "*" in the First Column - Description on the Open Purchase Order Header Table will be erased.

Leave Description Field Blank - Description on the Open Purchase Order Header Table will remain the same.

AMOUNT

Required. If this is a new line, enter the dollar amount of the item(s) described on this line.

If this line is a modification of a previous line, enter the *amount of change* only. Do not code a sign (+ or -); the INC/DEC column indicates whether this is to be added or subtracted from the original amount.

The decimal point is optional, but 2 digits must be coded for cents.

I/D

Required if making an adjustment. Code the following:

	’D’ for decrease ’I’ for increase Leave blank for new lines.
TXT	Leave blank. This field is not used in Louisiana. Valid values are "Y" to report existence of text.

There are four open purchase order tables which are updated through entries made to Purchase Order (PO) documents. These tables are useful to end users by enabling them to reference the status of certain purchase orders and related accounting information. The open purchase order tables are:

- Open Purchase Order Line Master (OPOL) table
- Open Purchase Order Header Master (OPOH) table
- Open Purchase Order by Document Number (OPOD) table
- Open Purchase Order by Accounting Distribution (POAC) table

These four tables are explained in the sections below. Additional information concerning each table may be found in the *GFS User Guide, Volume 2*, and the *GFS Online Features* guide.

In addition, there are two open requisition tables which are updated through entries made on the requisition input form document in AGPS. These tables are useful to users by enabling them to reference the status of certain requisitions and related accounting information. The tables are:

- Open Requisition Line (OPRL) table
- Open Requisition Header (OPRQ) table

These two tables are explained in the sections following the discussion on the open purchase order tables. Additional information on these tables can be found in the *GFS User Guide, Volume 2*, and the *GFS Online Features* guide.

9.2 Open Purchase Order Line Master (OPOL) Table Overview

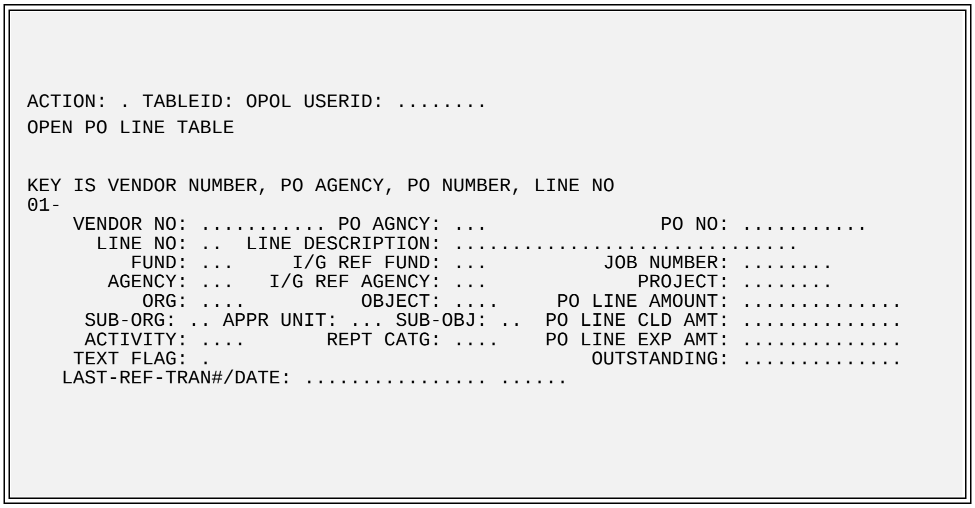
The Open Purchase Order Line (OPOL) table contains details about all outstanding and a limited number of recently closed Purchase Order (PO) transaction entries. Most of the information comes from the line level of the PO input transaction. This table is organized by vendor code, so that all POs for a particular vendor can be accessed sequentially from the table. This is a read-only table. Lines are added to this table when new purchase order (PO) lines are accepted by ISIS, and lines are changed when modifications are accepted on purchase order lines. Several fields are updated when payment vouchers or manual warrants that reference the PO lines are accepted. Lines are "closed" when the total of all referencing payment vouchers and manual warrants equals the PO line amount, or when the PO line is forced closed on a payment voucher or manual warrant. When the clearing process deletes a line in the Open Purchase Order Header (OPOH) table, it also deletes all corresponding lines from this table.

9.2.1 Open Purchase Order Line Master (OPOL) Table Screen Print and Field Descriptions

A screen print of the Open Purchase Order Line Master (OPOL) table is pictured below, and field descriptions follow.

Open Purchase Order Line Table

(OPOL)



```
ACTION: . TABLEID: OPOL USERID: ........
OPEN PO LINE TABLE


KEY IS VENDOR NUMBER, PO AGENCY, PO NUMBER, LINE NO
01-
    VENDOR NO: ........... PO AGNCY: ...               PO NO: ...........
      LINE NO: ..  LINE DESCRIPTION: ..............................
         FUND: ...     I/G REF FUND: ...          JOB NUMBER: ........
       AGENCY: ...   I/G REF AGENCY: ...             PROJECT: ........
          ORG: ....          OBJECT: ....     PO LINE AMOUNT: ..............
     SUB-ORG: .. APPR UNIT: ... SUB-OBJ: ..  PO LINE CLD AMT: ..............
     ACTIVITY: ....       REPT CATG: ....    PO LINE EXP AMT: ..............
    TEXT FLAG: .                                 OUTSTANDING: ..............
   LAST-REF-TRAN#/DATE: ................ ......
```

The field descriptions for the Open Purchase Order Line (OPOL) table are as follows.

The Open Purchase Order Line (OPOL) table contains details about all outstanding and some recently closed purchase order lines. Most of the information comes from the line level of the purchase order (PO) input form. In addition, the amount closed and the amount remaining outstanding are included for each line.

This table is organized by vendor number, so that all POs for a particular vendor can be accessed sequentially from the table.

This is a read-only table. Lines are added to this table when new purchase order lines are accepted by GFS, and lines in the table are changed when modifications are accepted on purchase order lines. Several fields are updated when payment vouchers or manual warrants that reference the PO line are accepted. Lines are "closed" when the total of all referencing payment vouchers and manual warrants equals the PO line amount, or when the PO line is forced closed on a payment voucher or manual warrant. When the clearing process deletes a line in the Open PO Header (OPOH) table, it also deletes all corresponding detail lines from this table.

VENDOR NO	Key field. The vendor number used on the purchase order document. If vendor number was blank, the value "NONE" was assigned by the document processor.
PO AGNCY	Key field. The code of the submitting agency from the purchase order (PO) document ID.
PO NO	Key field. The unique PO number assigned to this purchase order document on the purchase order input form.
LINE NO	Key field. The purchase order line number, assigned on the purchase order (PO) input form.
LINE DESCRIPTION	The description from the input form.
FUND JOB NUMBER AGENCY PROJECT ORG OBJECT SUB-ORG APPR UNIT SUB-OBJ ACTIVITY REPT CATG	The accounting distribution coded on the purchase order line.
I/G REF FUND I/G REF AGENCY	The reference (seller) fund and agency if this is an intra-governmental purchase order. The fields are blank, otherwise.
PO LINE AMOUNT	The amount of this purchase order line; it reflects all adjustment actions made on the original amount.
PO LINE CLD	The total amount closed so far on this purchase order line. This is the amount from referencing payment voucher (PV) and manual

AMT	warrant (MW) documents. When closed with a final payment, this figure is set equal to the PO line amount, even if the actual payment amount was more or less than the PO line amount. (The next field reflects the actual amount expended at the time of closing.)
PO LINE EXP AMT	The total amount paid so far on this purchase order line (i.e., the total of all payment vouchers and manual warrants referencing this purchase order line).
TEXT FLAG	Optional. Valid values are: "Y" to associate text with the PO transaction, and blank or spaces.
OUTSTANDING	The amount of this line that has not been cleared by PVs or MWs. This is the "PO Line Amount" minus the "PO Line Closed Amount."
LAST-REF-TRAN#	The transaction number of the last transaction that referenced this PO line. This field is maintained by the payment voucher and manual warrant transaction processor.
DATE	The transaction date associated with the Last Reference Transaction Number. This field is maintained by the payment voucher and manual warrant transaction processor.

9.3 Open Purchase Order Header Master (OPOH) Table Overview

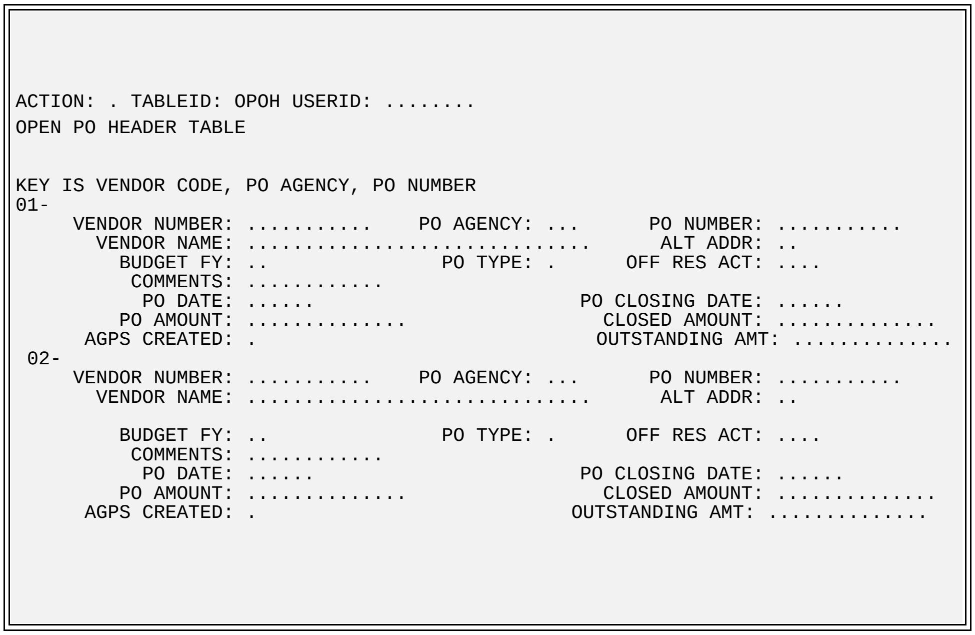
The Open Purchase Order Header (OPOH) table contains summary information about all outstanding and a limited number of recently closed Purchase Order (PO) transactions. The table is organized by vendor codes. Therefore, all POs for a particular vendor can be accessed sequentially from this table. This is a read-only table. Lines are added to this table when new purchase order transactions are accepted by ISIS, and lines are changed when modifications are accepted on these transactions. The closed amount and other fields are updated when payment vouchers, expense journal vouchers, or manual warrants are accepted against the purchase order. Lines are "closed" in the table when all lines belonging to the purchase order are closed in the Open Purchase Order Line (OPOL) table. Lines are deleted from the table at the end of an accounting period when they have been closed for one entire accounting period.

9.3.1 Open Purchase Order Header Master (OPOH) Table Procedures

A screen print of the Open Purchase Order Header Master (OPOH) table is pictured below, and field descriptions follow.

Open Purchase Order Header Table

(OPOH)



```
ACTION: . TABLEID: OPOH USERID: ........
OPEN PO HEADER TABLE


KEY IS VENDOR CODE, PO AGENCY, PO NUMBER
01-
     VENDOR NUMBER: ...........    PO AGENCY: ...      PO NUMBER: ...........
       VENDOR NAME: ..............................      ALT ADDR: ..
         BUDGET FY: ..               PO TYPE: .      OFF RES ACT: ....
          COMMENTS: ............
           PO DATE: ......                     PO CLOSING DATE: ......
         PO AMOUNT: ..............               CLOSED AMOUNT: ..............
      AGPS CREATED: .                          OUTSTANDING AMT: ..............
 02-
     VENDOR NUMBER: ...........    PO AGENCY: ...      PO NUMBER: ...........
       VENDOR NAME: ..............................      ALT ADDR: ..

         BUDGET FY: ..               PO TYPE: .      OFF RES ACT: ....
          COMMENTS: ............
           PO DATE: ......                     PO CLOSING DATE: ......
         PO AMOUNT: ..............               CLOSED AMOUNT: ..............
      AGPS CREATED: .                        OUTSTANDING AMT: ..............
```

The field descriptions for the Open Purchase Order Header Master (OPOH) table are as follows.

The Open Purchase Order Header (OPOH) table contains summary information about all outstanding, and some recently closed, purchase order documents. Most of the information comes from the header part of the purchase order input form. In addition, the total amount closed and the total outstanding amount are included.

The table is organized by vendor codes. Thus, all purchase orders for a particular vendor can be accessed sequentially from the table.

This is a read-only table. Lines are added to this table when new purchase order documents are accepted by GFS, and lines are changed when modifications are accepted on these documents. The closed amount and other fields are updated when payment vouchers, expense journal vouchers, or manual warrants are accepted against the PO. Lines are "closed" in the table when all lines belonging to the purchase order are closed in the Open PO Line Table. Lines are deleted from the table according to a schedule determined by OSRAP. These deletions are done by the table purge process.

VENDOR NUMBER	Key field. The vendor code used on the purchase order (PO) document.
PO AGENCY	Key field. The code of the submitting agency from the purchase order (PO) document ID.
PO NUMBER	Key field. The PO number assigned to this purchase order on the purchase order input form.
VENDOR NAME	The vendor name, as inferred from the Vendor (VEND) table if a vendor number was used, or as entered on the PO transaction if a vendor number was not used, or if the vendor code is a miscellaneous vendor number.
ALT ADR	Alternate address code for the vendor. Indicates which of the vendor's addresses received the order.
BUDGET FY	The budget fiscal year for this document. This is the year in which the document amount was obligated.
PO TYPE	The type of order from the purchase order input form. This is a user-defined field, except for "S". If "S" was entered, special instructions will be printed on the vendor purchase order.
OFF RES ACT	The code for the balance sheet account used for reserves for encumbrances. The same code is used for all POs, and is inferred from the System Special Accounts (SPEC) table.
COMMENTS	The comments given on the purchase order input form. Remember that only 12 characters can be stored in this field. If Type of Order is "S", this field is a code from the Special Instruction (SPIS) table.

PO DATE	The PO date given on the purchase order input form.
PO CLOSING DATE	The date on which the PO closed amount equaled the PO amount.
PO AMOUNT	The total amount of this purchase order document. It reflects all adjustment actions made on the original amount.
CLOSED AMOUNT	The total amount cleared so far on this purchase order document (i.e., the total of all PO Line Closed Amounts for this PO from the Open PO Line (OPOL) table).
AGPS CREATED	The field determines which system generated the purchase order. If the field is blank, the purchase order was generated in GFS. If the field is equal to "K", the purchase order originated in the Contract Financial Management System (CFMS). If the field is equal to "P", the purchase order originated in the Advanced Governmental Purchasing System (AGPS).
OUTSTANDING AMT	The amount of the PO that has not been cleared by payment voucher (PV) or manual warrant (MW) transactions. This "Outstanding Amount" by: the "PO Amount" minus the "PO Closed Amount".

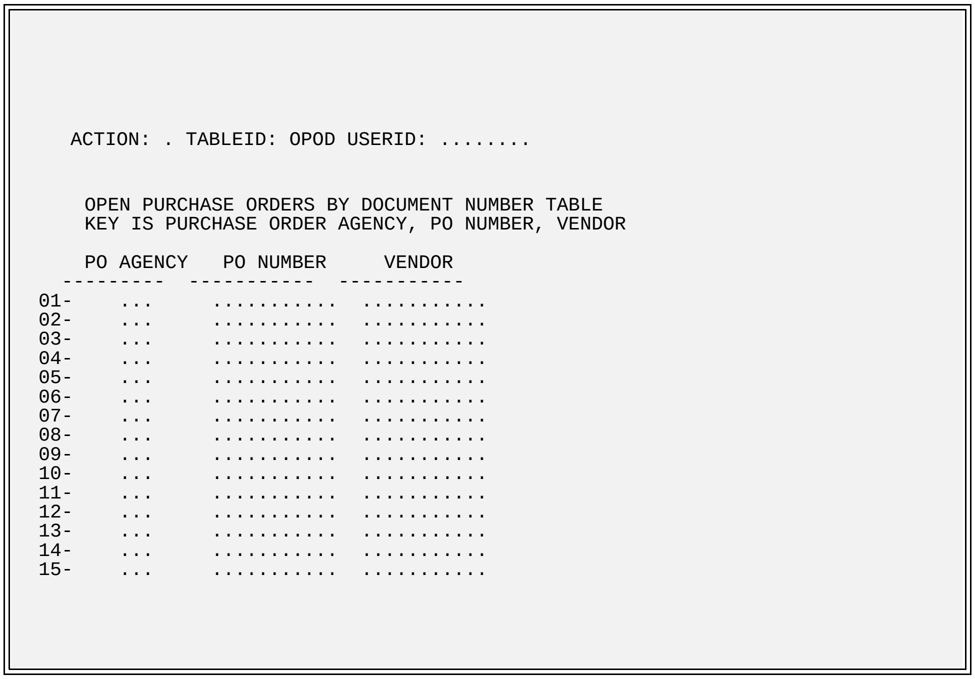
9.4 Open Purchase Orders by Document Number (OPOD) Table Overview

The Open Purchase Orders by Document Number (OPOD) table is useful in locating purchase orders by when the vendor code is not known but the purchase order number is. When a Purchase Order (PO) transaction is processed, a record is created in the Open Purchase Orders by Document Number (OPPD) table which contains only the key information of the purchase order (i.e., purchase order transaction agency, purchase order number, transaction code, and vendor code). The user can scan this table until the appropriate purchase order and vendor combination is found. Records are added to/deleted from this table whenever the corresponding record is added to/deleted from the Open Purchase Order Header (OPOH) table. This is done through the GFS Logical View Definition (VIEW) table.

9.4.1 Open Purchase Orders by Document Number (OPOD) Table Procedures

A screen print of the Open Purchase Orders by Document Number (OPOD) table is pictured below, and field descriptions follow.

Open Purchase Orders by Document Number Table (OPOD)



```
    ACTION: . TABLEID: OPOD USERID: ........


     OPEN PURCHASE ORDERS BY DOCUMENT NUMBER TABLE
     KEY IS PURCHASE ORDER AGENCY, PO NUMBER, VENDOR

     PO AGENCY   PO NUMBER     VENDOR
   ---------  -----------  -----------
  01-    ...     ...........  ...........
  02-    ...     ...........  ...........
  03-    ...     ...........  ...........
  04-    ...     ...........  ...........
  05-    ...     ...........  ...........
  06-    ...     ...........  ...........
  07-    ...     ...........  ...........
  08-    ...     ...........  ...........
  09-    ...     ...........  ...........
  10-    ...     ...........  ...........
  11-    ...     ...........  ...........
  12-    ...     ...........  ...........
  13-    ...     ...........  ...........
  14-    ...     ...........  ...........
  15-    ...     ...........  ...........
```

The Open Purchase Orders by Document Number (OPOD) table contains key only information which exists on the Open Purchase Order Header (OPOH) table. It has been arranged to have PO agency, PO number, then vendor code. This is to allow purchase orders to be found if only the purchase order agency and number is known, but not the vendor code. The user can scan this table by PO agency and PO number until the correct record is found. Then, the user can select the leaf command, and control will be transferred to the Open Purchase Order Header Table on the correct record where detail data can be seen.

This is a read-only table. Records are added to/deleted from this table whenever the corresponding record is added to/deleted from the Open Purchase Order Header Table. This is done through the Logical View Definition (VIEW) table.

PO AGENCY	Key field. The submitting agency from the purchase order document ID.
PO NUMBER	Key field. The PO number assigned to this purchase order on the purchase order input form.
VENDOR	Key field. The vendor code used on the purchase order document.

9.5 Open Purchase Order by Accounting Distribution (POAC) Table Overview

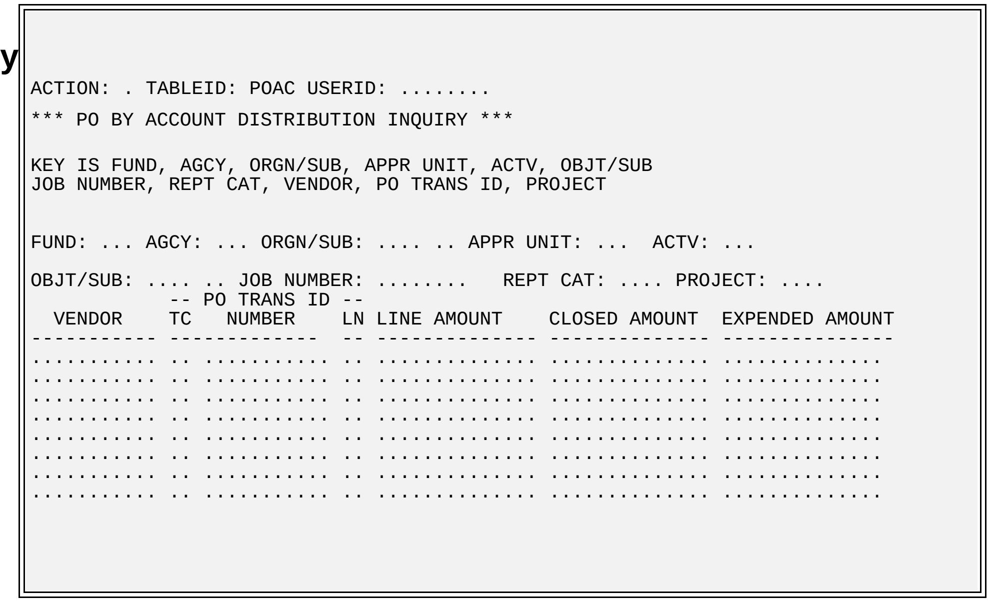
The Open Purchase Order by Accounting Distribution Inquiry (POAC) table is useful in locating purchase orders by accounting distribution. When a Purchase Order (PO) transaction is processed, a record is created on the Open Purchase Order by Accounting Distribution Inquiry (POAC) table which contains only key information of the accounting distribution and the purchase order number. This is a read-only table. Records are added to or deleted from this table whenever the corresponding record is added to or deleted from the Open Purchase Order Header (OPOH) table. This is done through the Logical View Definition (VIEW) table.

9.5.1 Open Purchase Order by Accounting Distribution (POAC) Table Procedures

A screen print of the Purchase Order by Accounting Distribution Inquiry (POAC) table is pictured below, and field descriptions follow.

PO by Accounting Distribution Inquiry

(POAC)



```
ACTION: . TABLEID: POAC USERID: ........
*** PO BY ACCOUNT DISTRIBUTION INQUIRY ***

KEY IS FUND, AGCY, ORGN/SUB, APPR UNIT, ACTV, OBJT/SUB
JOB NUMBER, REPT CAT, VENDOR, PO TRANS ID, PROJECT


FUND: ... AGCY: ... ORGN/SUB: .... .. APPR UNIT: ...  ACTV: ...

OBJT/SUB: .... .. JOB NUMBER: ........   REPT CAT: .... PROJECT: ....
            -- PO TRANS ID --
  VENDOR    TC   NUMBER    LN LINE AMOUNT    CLOSED AMOUNT  EXPENDED AMOUNT
----------- -------------  -- -------------- -------------- ---------------
........... .. ........... .. .............. .............. ..............
........... .. ........... .. .............. .............. ..............
........... .. ........... .. .............. .............. ..............
........... .. ........... .. .............. .............. ..............
........... .. ........... .. .............. .............. ..............
........... .. ........... .. .............. .............. ..............
........... .. ........... .. .............. .............. ..............
........... .. ........... .. .............. .............. ..............
```

Field descriptions for the Open Purchase Order by Accounting Distribution (POAC) table are as follows.

When a purchase order is processed, a record is created on the Open PO by Accounting Distribution (POAC) table which contains only key information of the accounting distribution and the PO number. This table is useful in locating purchase orders by accounting distribution.

This is a read-only table. Records are added to/deleted from this table whenever the corresponding record is added to/deleted from the Open Purchase Order Header (OPOH) table. This is done through the Logical View Definition (VIEW) table.

FUND AGCY ORGN/SUB APPR UNIT ACTV OBJT/SUB JOB NUMBER REPT CAT PROJECT	Key fields. The accounting distribution coded on the purchase order line.
VENDOR	Key field. The vendor code used on the purchase order document.
TC	Key field. The two-character transaction code entered on the purchase order (PO) document.
NUMBER	Key field. The unique number assigned to this purchase order document on the purchase order input form.
LN	The purchase order line number, assigned on the purchase order input form.
LINE AMOUNT	The amount of this purchase order line.
CLOSED AMOUNT	The total amount closed so far on this purchase order line. This is the amount of the referencing payment voucher (PV) and manual warrant (MW). When closed with a final payment, this figure is set equal to the PO line amount, even if the actual payment amount was more or less than the PO line amount.
EXPENDED AMOUNT	The total amount paid so far on this purchase order line (i.e., the total of all payment vouchers and manual warrants referencing this purchase order line).

9.6 Open Requisition Line (OPRL) Table Overview

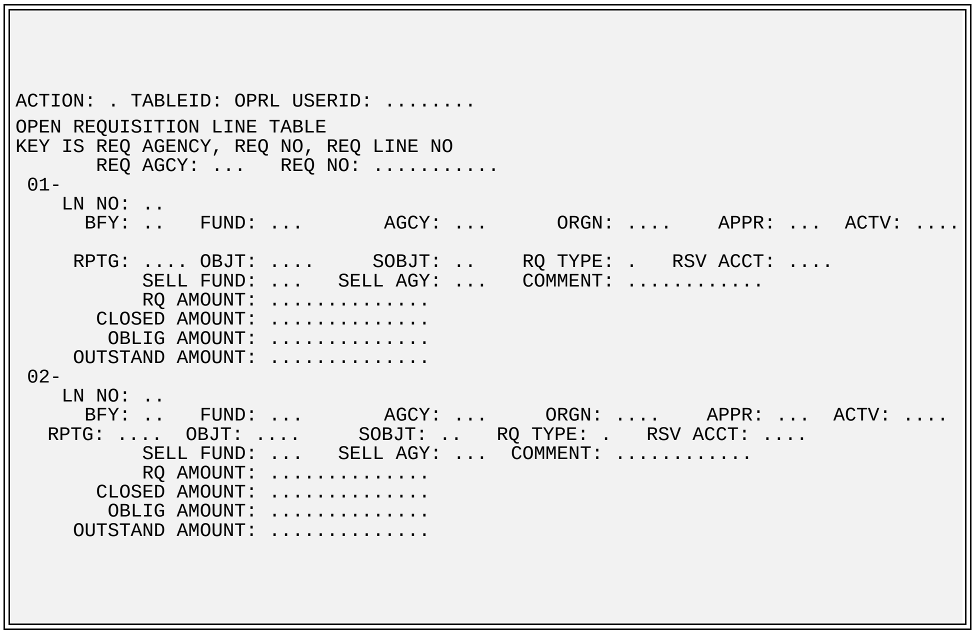
The Open Requisition Line (OPRL) table contains all outstanding purchase requisition documents. All line information, and some header information, recorded on the requisition (RQ) input form appears on the table.

This is a read-only table. Lines are added to this table when new requisition transactions are accepted by GFS, and lines are changed when modification transactions are submitted. Lines are closed when the total of all referencing purchase orders and payment vouchers equals the RQ line amount, or when the RQ line is forced closed on a purchase order or payment voucher. When the monthly clearing process deletes a closed line in the Open Requisition Header (OPRQ) table, it also deletes all corresponding detail lines from this table.

9.6.1 Open Requisition Line (OPRL) Table Procedures

The screen print of the Open Requisition Line (OPRL) table is pictured below, and field descriptions follow.

Open Requisition Line Table (OPRL)



```
ACTION: . TABLEID: OPRL USERID: ........
OPEN REQUISITION LINE TABLE
KEY IS REQ AGENCY, REQ NO, REQ LINE NO
       REQ AGCY: ...   REQ NO: ..........
 01-
    LN NO: ..
      BFY: ..   FUND: ...       AGCY: ...      ORGN: ....    APPR: ...  ACTV: ....

     RPTG: .... OBJT: ....     SOBJT: ..    RQ TYPE: .   RSV ACCT: ....
           SELL FUND: ...   SELL AGY: ...   COMMENT: ...........
           RQ AMOUNT: .............
       CLOSED AMOUNT: .............
        OBLIG AMOUNT: .............
     OUTSTAND AMOUNT: .............
 02-
    LN NO: ..
      BFY: ..   FUND: ...       AGCY: ...     ORGN: ....    APPR: ...  ACTV: ....
   RPTG: ....  OBJT: ....     SOBJT: ..   RQ TYPE: .   RSV ACCT: ....
           SELL FUND: ...   SELL AGY: ...  COMMENT: ...........
           RQ AMOUNT: .............
       CLOSED AMOUNT: .............
        OBLIG AMOUNT: .............
     OUTSTAND AMOUNT: .............
```

The field descriptions of the Open Requisition Line (OPRL) table are as follows.

The Open Requisition Line (OPRL) table contains all outstanding purchase requisition documents. All line information, and some header information, recorded on the requisition (RQ) input form appears in the table.

This is a read-only table. Lines are added to this table when new requisition transactions are accepted by GFS, and lines are changed when modification transactions are submitted. Several fields are updated when purchase orders that reference the RQ line are accepted. Lines are "closed" when the total of all referencing purchase orders equals the RQ line amount, or when the line, or any other line on the RQ document, is forced closed on a purchase. When the monthly clearing process deletes a closed line in the Open RQ Header Table, it also deletes all corresponding detail lines from this table.

REQ AGCY	Key field. The submitting agency from the requisition document ID.
REQ NO	Key field. The requisition number assigned to this requisition on the requisition input form.
LN NO	The budget fiscal year for this document. This is the year the document amount was pre-encumbered.
BFY FUND AGCY ORGN APPR ACTV RPTG OBJT SOBJT	The accounting distribution given on the requisition input form.
RQ TYPE	The type of requisition checked on the requisition input form; "1" means outside vendor and "2" means an intragovernmental transaction.
RSV ACCT	Offset reserve account: the code for the balance sheet account used for reserves for pre-encumbrances. This is a system-wide code, inferred from the System Special Accounts (SPEC) table.
SELL FUND	The seller's fund code given on the requisition input form. This field is blank if this is not an intragovernmental requisition.
SELL AGY	The seller's agency code given on the requisition input form. This field is blank if this is not an intragovernmental requisition.
COMMENT	Any comments about this requisition that were entered on the requisition input form.
RQ AMOUNT	The current amount of this requisition; it reflects all adjustment

	actions made on the original amount.
CLOSED AMOUNT	The amount of this requisition line that has been closed.
OBLIG AMOUNT	The amount of this requisition line that has been obligated on purchase order documents referencing this line.
OUTSTAND AMOUNT	The amount of the original requisition line that remains open. Calculated as: RQ AMOUNT - CLOSED AMOUNT.

9.7 Open Requisition Header (OPRQ) Table Overview

The Open Requisition Header (OPRQ) table contains all outstanding purchase requisition documents. All information appearing on this table was recorded in the header of the requisition (RQ) input form in AGPS (Advanced Governmental Purchasing System).

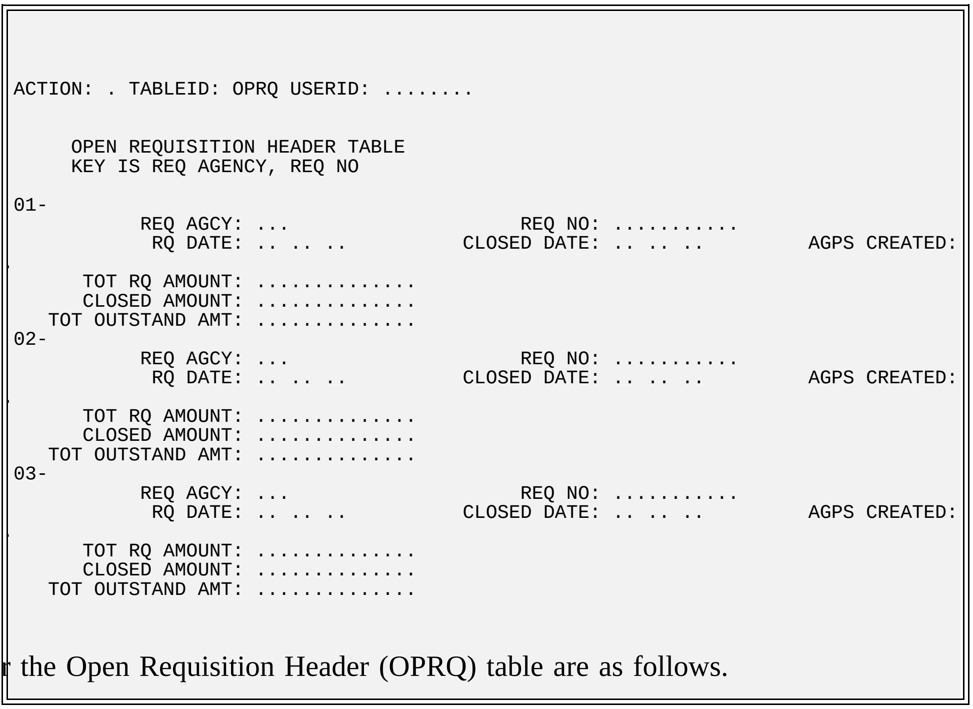
This is a read-only table. Lines are added to this table when new requisition transactions are accepted by GFS, and lines are changed when modification transactions are submitted. The closed amount and other fields are updated when purchase orders or payment vouchers are accepted against the Requisition (RQ) document. Lines are closed in the table when all lines belonging to the requisition are closed in the Open Requisition Line (OPRL) table. Lines are deleted from the OPRQ table at the end of an accounting period when they have been closed for one entire accounting period. These deletions are done by the monthly clearing process.

9.7.1 Open Requisition Header (OPRQ) Table Procedures

The screen print for the Open Requisition Header (OPRQ) table is pictured below, and field descriptions follow.

Open Requisition Header Table

(OPRQ)



```
ACTION: . TABLEID: OPRQ USERID: ........


     OPEN REQUISITION HEADER TABLE
     KEY IS REQ AGENCY, REQ NO

01-
           REQ AGCY: ...                REQ NO: ...........
            RQ DATE: .. .. ..      CLOSED DATE: .. .. ..        AGPS CREATED:
.
      TOT RQ AMOUNT: ..............
      CLOSED AMOUNT: ..............
   TOT OUTSTAND AMT: ..............
02-
           REQ AGCY: ...                REQ NO: ...........
            RQ DATE: .. .. ..      CLOSED DATE: .. .. ..        AGPS CREATED:
.
      TOT RQ AMOUNT: ..............
      CLOSED AMOUNT: ..............
   TOT OUTSTAND AMT: ..............
03-
           REQ AGCY: ...                REQ NO: ...........
            RQ DATE: .. .. ..      CLOSED DATE: .. .. ..        AGPS CREATED:
.
      TOT RQ AMOUNT: ..............
      CLOSED AMOUNT: ..............
   TOT OUTSTAND AMT: ..............
```

The field descriptions for the Open Requisition Header (OPRQ) table are as follows.

The Open Requisition Header (OPRQ) table contains all outstanding purchase requisition documents. All information appearing on this table was recorded in the header of the requisition (RQ) input form.

This is a read-only table. Lines are added to this table when new requisition transactions are accepted by GFS, and lines are changed when modification transactions are submitted.

The closed amount and other fields are updated when purchase orders are accepted against the RQ. Lines are "closed" in the table when all lines belonging to the requisition are closed in the Open Requisition Line (OPRL) table or when a referencing Purchase Order forces the requisition closed. Lines are deleted from the OPRQ table according to a schedule determined by OSRAP. These deletions are done by the table purge process.

REQ AGCY	Key field. The submitting agency from the requisition document ID.
REQ NO	Key field. The requisition number assigned to this requisition on the requisition input form.

RQ DATE	The requisition date given on the requisition input form.
CLOSED DATE	The date on which the requisition document was fully closed.
AGPS CREATED	System-determined field which indicates if the requisition originated in the AGPS purchasing system. If flag is blank, the document originated in GFS. If the flag is "K", the document originated in CFMS. If the flag is "P", the document originated in AGPS.
TOT RQ AMOUNT	The current amount of this requisition; it reflects all adjustment actions made on the original amount.
CLOSED AMOUNT	The total amount of this requisition that has been closed.
TOT OUTSTAND AMT	The amount of the original requisition that remains open. Calculated as: TOT RQ AMOUNT - CLOSED AMOUNT.

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